

TITLE 1: GOVERNMENT AND ADMINISTRATION
DIVISION 2: DEPARTMENTS, OFFICES, COMMISSIONS
Chapter 33: Senior Affairs Commission.

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12.3301 Establishment of Commission.

There is hereby established a Senior Affairs Commission for the County of San Bernardino and it shall consist of at least sixteen (16) but not more than thirty (30) members who are residents of the County of San Bernardino. Upon the effective date of this Amended Ordinance, the terms of office of all existing members and emeritus positions shall automatically expire and become vacant. New appointments to the Commission shall be filled pursuant to the provisions set forth in section 12.3302 below. The Commission shall reflect the geographic, racial, economic and social complexion of San Bernardino County.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance #3139 (1987); Amended Ordinance #3554 (1993); Amended Ordinance #3656 (1996); Amended Ordinance #3897 (2003)

12.3302 Membership of Commission.

(a) APPOINTED MEMBERS. Each supervisor shall appoint two (2) commissioners to represent his/her district. In addition, the Chairman of the Board of Supervisors shall appoint two (2) members-at-large.

(b) PROFESSIONAL MEMBERS. At the recommendation of the Director of the Department of Aging, the Board of Supervisors may appoint up to two (2) commissioners having relevant professional experience in fields including but not limited to: gerontology, social work, education, banking, or financial management.

(c) REPRESENTATIVE MEMBERS. The chairs of the Regional Council on Aging or a designated member shall serve on the Commission. In the event one (1) or more of the chairs of the Regional Council on Aging is already a member of the Commission, he/she may continue to serve in the position of his/her choice. The Regional Council on Aging shall designate a representative in the event the chair elects to serve on the Commission in another position.

In no circumstances will any member occupy more than one (1) seat on the Commission.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance #3139 (1987); Amended Ordinance #3554 (1993); Amended Ordinance #3656 (1996); (Amended Ordinance #3897 (2003),

12.3303 Term of Office.

(a) APPOINTED MEMBERS. The term of office of appointed members shall be coterminous with the office of the appointing supervisor. The term of office of the appointed members-at-large shall be coterminous with the office of the appointing Chairman of the Board. The initial terms of the appointed members shall be for two (2) or four (4) years as determined by the Board of Supervisors at the time of appointment to allow for staggered terms within each district and for the members-at large.

(b) PROFESSIONAL MEMBERS. The term of office for professional members shall be four (4) years.

(c) REPRESENTATIVE MEMBERS. The term of office of the representative members shall be coterminous with the term of office for the chairs of the Regional Council on Aging.

(d) CONDITIONS OF TERM OF OFFICE.

(1) Consecutive Terms.

(A) Appointed Members. No appointed commissioner shall serve more than two (2) consecutive terms unless specifically permitted by the Board of Supervisors because of unusual circumstances.

(B) Professional Members. No professional member shall serve more than two (2) consecutive terms unless specifically permitted by the Board of Supervisors because of unusual circumstances.

(2) Vacancies and Removals. The unexpired term for vacancies on the Commission, from whatever cause, except temporary vacancies as hereinafter provided, shall be filled as follows:

(A) Appointed Members. Vacancies shall be filled by the appointing supervisor. Any appointed member may be removed from the Commission prior to the expiration of his/her term at the pleasure of the appointing supervisor.

(B) Professional Members. Vacancies may be filled by the Board of Supervisors using recommendations from the Director of the Department of Aging and Adult Services. Any professional member may be removed from the Commission by the Board of Supervisors or by a two-thirds majority vote of the commissioners present at a regularly scheduled meeting of the Commission after having announced such intent at the previous meeting.

(C) Representative Members. Any member designated by a chair of the Regional Council on Aging may be removed from the Commission prior to the expiration of his/her term at the pleasure of the appropriate Council on Aging or by a two-thirds vote of the Commission.

(3) Temporary Vacancies. A member of the Commission may be granted a leave of absence by the source of the seat and a temporary vacancy shall thereupon exist for a period of such leave of absence.

During the period of such temporary vacancy, the supervisor concerned or the selecting authority may fill such vacancy by a temporary appointment to said Commission, provided, however, that the period of such temporary appointment shall not exceed the period of the regularly appointed term.

(4) Automatic Termination of Appointment. The appointment of any member of the Commission who has been absent from three (3) consecutive regular or special meetings, or fifty percent (50%) of such meetings in a twelve (12) month period, and who has failed to notify the Commission, prior to or as soon thereafter as possible, concerning such absence(s), shall automatically terminate as hereinafter set forth.

The Director of the Department of Aging and Adult Services shall report the attendance record of each member of said Commission to the Clerk of the Board of Supervisors at the end of each six (6) month period. The first report is to be made on the first day of the sixth month following adoption of this Section. The appointment of any member who was absent without notice, as defined above, as shown on said attendance report, shall be terminated effective the date said report is filed with the Clerk of the Board of Supervisors.

The Clerk of the Board of Supervisors shall notify any member whose appointment has automatically terminated and report to the supervisor or the selecting authority concerned that a vacancy exists on said Commission and that an appointment should be made for the unexpired term.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance #3139 (1987);
Amended Ordinance #3554 (1993); Amended Ordinance #3656 (1996), (Amended Ordinance # 3897 (2003)

12.3304 Officers.

The Commission shall elect a Chairman, Vice-Chairman, and Secretary from its membership. These officers shall hold office for two (2) years or until their successors are elected, unless their terms as members of the Commission expire sooner. A Nominating Committee composed of three (3) members of the Commission shall be appointed as follows: the Chairman shall appoint the Nominating Committee Chairman in October of each odd numbered calendar year, and the Nominating Committee Chairman shall select the two (2) additional members of the Nominating Committee.

The Chairman, Vice-Chairman, and Secretary shall be elected at the Commission's last meeting in December of each odd numbered calendar year, and they shall take office effective January 1 of each even numbered calendar year.

The Chairman shall preside and maintain order and be ex officio officer of all committees except the Nominating Committee. The Vice-Chairman shall preside in the absence of the Chairman.

The San Bernardino County Department of Aging and Adult Services shall serve as staff for the Senior Affairs Commission.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance #3139 (1987);
Amended Ordinance #3554 (1993); Amended Ordinance #3897 (2003)

12.3305 Time of Meetings.

The Commission shall establish a regular time and place for monthly meetings and shall hold at least one (1) regular meeting each quarter of every year. All meetings of the Commission, including without limitation, regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code, § 54950 et seq.).

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance # 3897 (2003);

12.3306 Authority to Regulate Commission Internal Business.

The Commission may propose to the Board of Supervisors for their approval any additions or alterations to the rules governing its organization and procedures which are not inconsistent with applicable policies of the County. In the capacity of a Senior Affairs Commission, no member is to speak for the supervisors or espouse policies or positions contrary to those of the Board of Supervisors.

One more than fifty percent of the members shall constitute a quorum and the affirmative vote of a simple majority of those present is required to take any action except as otherwise provided herein.

The Commission will keep up-to-date minutes and records and see that they are distributed to appropriate County departments, including the Clerk of the Board of Supervisors.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance #3139 (1987);
Amended Ordinance # 3897 (2003);

12.3307 Compensation of Commissioners.

Commissioners shall serve without compensation but may be permitted their necessary mileage to attend regular monthly meetings in accordance with the provision of the County Travel Code and other such fees and expenses as may be approved by the Board of Supervisors.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance 3897 (2003);

12.3308 Duties of Commission.

In coordination with the Department of Aging and Adult Services and the Human Services System, the duties and powers of the Senior Affairs Commission shall be to:

- (a) Serve as adviser to the Area Agency on Aging;
- (b) Act as an independent advocate for older persons, taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons;
- (c) Actively seek advice from community councils on aging, senior advocacy organizations, local aging commissions, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to older persons consistent with Section 12.3306;
- (d) Inform local senior advocates and organizations on specific legislation pending before local, state and federal governments;
- (e) Disseminate information of interest and concern to older persons;
- (f) Be actively involved in the development, implementation and monitoring of the area plan;
- (g) Hold public meetings on the area plans with no less than thirty (30) day notification to the general public and the aging constituency regarding dates, time and location. Such notification shall contain understandable descriptions of the Area Agency on Aging and community-level plans in order to promote informed input; and
- (h) Participate in the preparation of an annual report that gives its recommendations to improve the lives of older persons, and a summary of its activities for the previous year. The report shall be made available to the Area Agency on Aging, the California Department on Aging, the California Commission on Aging, and, insofar as resources permit, to all other interested parties that seek a copy of the report.

In prescribing the above duties and functions of the Commission, it is not the intent of the Board of Supervisors to duplicate or overlap the functions, duties or responsibilities heretofore or hereafter assigned to any other County Board or Commission or to a County Department. As to such functions or responsibilities of another Board or Commission or of a Department of the County, the Senior Affairs Commission will render assistance and advice to such Board, Commission or County Department as may be requested.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance #3897 (2003)

12.3309 Standing Committees.

Standing committees of the Commission shall be at least the Executive Committee, the Legislative Committee, and the Nutrition Committee. Other committees of the Commission shall be as required to effectively carry out the Commission duties as herein provided.

The Executive Committee shall be composed of the Chairman, Vice-Chairman, Secretary, Standing Committee Chairpersons, with the Director of the Department of Aging and Adult Services or his/her designee as advisor.

Adopted Ordinance #1827 (1973); Amended Ordinance #2783 (1983); Amended Ordinance #3139 (1987);
Amended Ordinance # 3897 (2003);